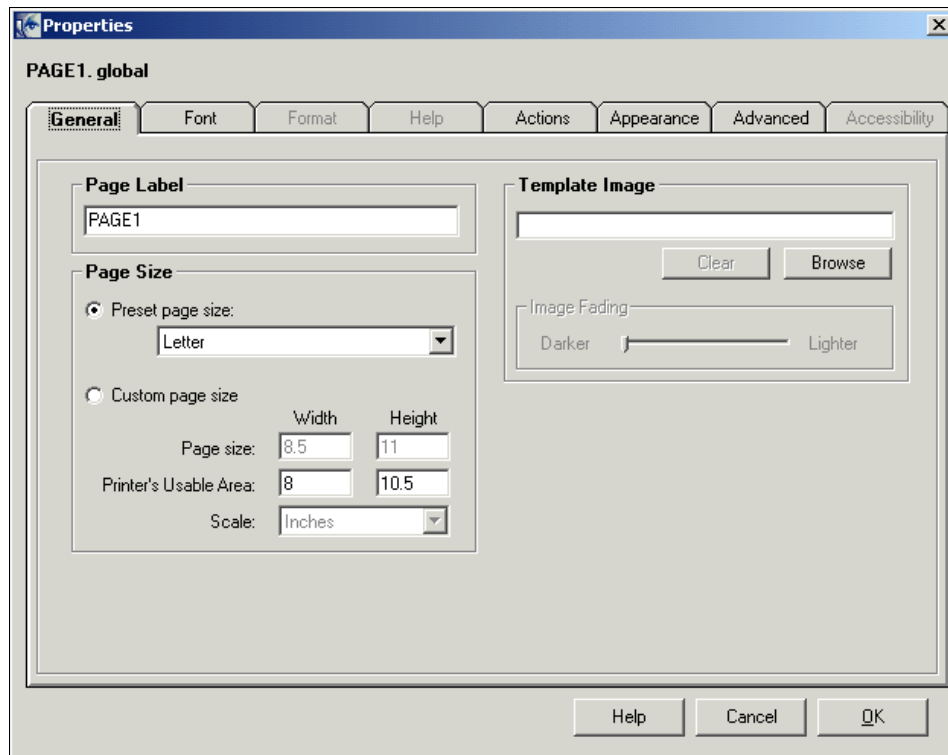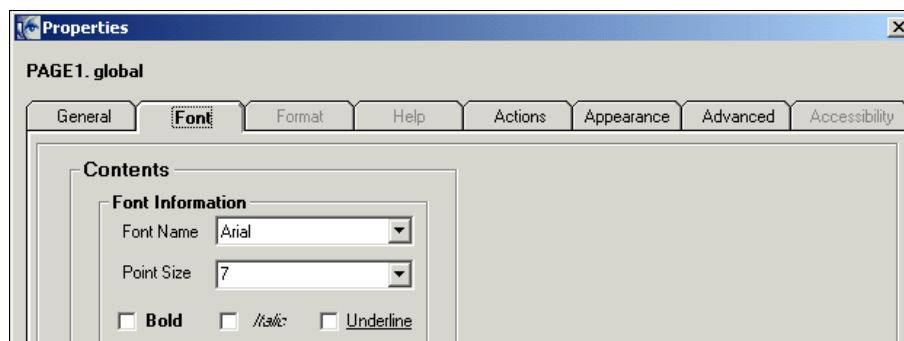# Page Properties

1. From Designer, double click the workspace page or select **View…Page Properties**.

2. On the **General** tab, select the desired *Page Size*.

> *Note*: For landscape orientation, choose *Custom page size* and set page size to **Width=10.5** and **Height= 8**. Remember to change Form Setup *Print Settings* to landscape.

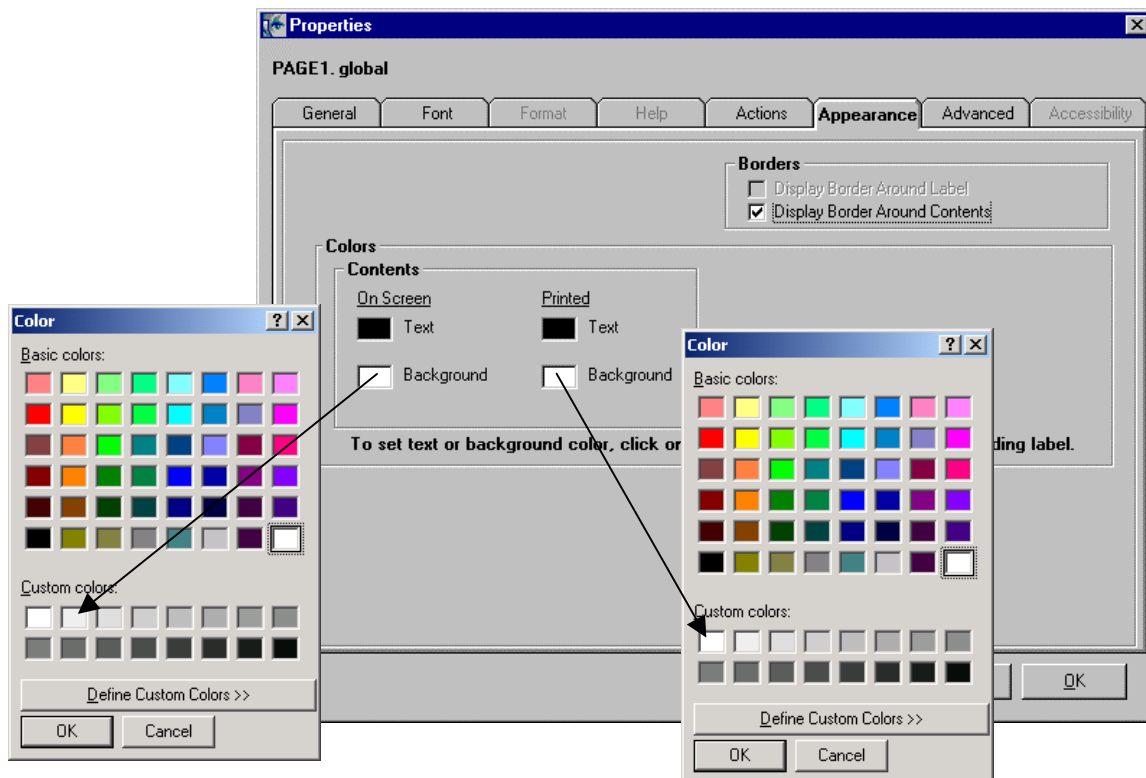3. On the **Font** tab, select a desired default page font.

continued

Page Properties continued

4. From the **Appearance** tab:

   a. Click the *On Screen* background color box to select light gray from the palette and click OK.

   b. Click the *Printed* background color box and select white from the palette and click OK.

5. Click **OK**.

Note: To turn off the "Display border around contents", use the Properties box for the individual item, NOT from Page Properties.